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**From:** Nassif, Julianne (DPH)  
**Sent:** Monday, February 14, 2011 3:23 PM  
**To:** Salemi, Charles (DPH); Hanchett, James (DPH); Servizio, Paul (DPH); Clemmer, Jill (DPH); O'Brien, Elisabeth (DPH)  
**Subject:** FW: DPH online safety trainings -- please complete and distribute to all lab staff  
**Attachments:** Online EHS Training Instructions\_HL\_12302010.doc

New on-line safety training is available. It should take approximately 2 hours to complete but does not have to be done at one time. Linda has set the deadline for completion as march 31, 2011. At the conclusion, please ask your staff to print their certificates and provide a copy to Giovanni.

Thanks, Julie

PS- Administrative staff may not need to complete all the modules, supervisors discretion.

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**From:** Han, Linda (DPH)  
**Sent:** Monday, February 14, 2011 3:04 PM  
**To:** 'Elvin, Paul (DPH)'; Belanger, Peter (DPH); Kazianis, Arthur (DPH); Holland, James (DPH); Greer, Garry (DPH); Gauthier, Cheryl (DPH)  
**Cc:** Caloggero, Dina (DPH); Nassif, Julianne (DPH); Smole, Sandra (DPH)  
**Subject:** DPH online safety trainings -- please complete and distribute to all lab staff

Please complete, and distribute to all of your lab staff for completion too. Thanks, Linda

Dear DPH Laboratorians:

The annual DPH laboratory safety trainings will be conducted online this year. A comprehensive training program has been developed in conjunction with UMass Medical School and complies with regulatory requirements. This training methodology provides the advantages of giving staff the opportunity to complete training at a time, pace and location that is convenient for them and that won't necessarily interrupt their work schedules. Staff will also be automatically reminded on an annual basis when they need to retake the training.

The training includes the following components:

- Biosafety
- Bloodborne Pathogens
- Chemical Hygiene Plan
- Compressed Gases
- Emergency Action Plan
- Flammable and Combustible Liquids
- Hazard Communication
- Hazardous Waste
- Regulated Medical Waste

In addition, it includes a review of the DPH SOPs for Biohazard Disinfection, Biological Hazard Post Exposure Plan, Biowaste Disposal, Chemical Hygiene Plan, Exposure Control Plan, Hazardous Waste Generator Procedure, and Hepatitis B Virus Vaccination.

Each module has an associated quiz. The trainee must score at least 80% on each quiz. If the trainee does not pass the quiz on the first attempt, the system will offer a different version of the quiz until a passing score is attained. Upon completion of all of the quizzes, a certificate of training is printed out. The employee names are also registered in a database and can be sorted by department. Certificates must be given to the staff member's supervisor and included with other lab specific training and employee competency documentation.

It is recommended that all laboratory workers complete this training by March 31, 2011.

Complete instructions for accessing the training are attached to this e-mail. Please address questions regarding this training to Howard Lefkin, [Howard.Lefkin@Umassmed.edu](mailto:Howard.Lefkin@Umassmed.edu) , X6207.